

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

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| (1) DEPARTMENT Sheriff - Coroner | (2) MEETING DATE 3/10/2015 | (3) CONTACT/PHONE Ian Parkinson/781-4540 | |
| (4) SUBJECT Request to approve a contract with Teleosoft, Inc. (Clerk's File) in the amount of \$123,191 to purchase a Civil Records Management System, authorize a corresponding budget adjustment in FC 136 - Sheriff-Coroner from the Civil Division Automation Trust Account and approve an amendment the fixed asset list to add the software system. All Districts. | | | |
| (5) RECOMMENDED ACTION It is recommended that your Board: <ol style="list-style-type: none"> 1. Approve and direct the Chairperson to sign the contract with Teleosoft Inc. for the purchase of a Civil Record Management Software System for the Civil Division of the Sheriff's Office; 2. Authorize a budget adjustment in the amount of \$123,191 from the Civil Division Automation Trust Account as a financing source and increase the Capital Outlay appropriation by \$123,191 by 4/5 vote; and 3. Amend the fixed asset list in FC 136 to include the software system. | | | |
| (6) FUNDING SOURCE(S) Civil Fee Government Code 26731 | (7) CURRENT YEAR FINANCIAL IMPACT \$123,191 | (8) ANNUAL FINANCIAL IMPACT \$17,000 | (9) BUDGETED? No |
| (10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____) | | | |
| (11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A | | | |
| (12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) 19001509 | | (13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: 1415083 <input checked="" type="checkbox"/> 4/5 Vote Required <input type="checkbox"/> N/A | |
| (14) LOCATION MAP N/A | (15) BUSINESS IMPACT STATEMENT? No | (16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____ | |
| (17) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest, Administrative Analyst | | | |
| (18) SUPERVISOR DISTRICT(S) All Districts | | | |

County of San Luis Obispo



TO: Board of Supervisors

FROM: Sheriff - Coroner / Ian Parkinson/781-4540

DATE: 3/10/2015

SUBJECT: Request to approve a contract with Teleosoft, Inc. (Clerk's File) in the amount of \$123,191 to purchase a Civil Records Management System, authorize a corresponding budget adjustment in FC 136 - Sheriff-Coroner from the Civil Division Automation Trust Account and approve an amendment the fixed asset list to add the software system. All Districts.

RECOMMENDATION

It is recommended that your Board:

1. Approve and direct the Chairperson to sign the contract with Teleosoft Inc. for the purchase of a Civil Record Management Software System for the Civil Division of the Sheriff's Office;
2. Authorize a budget adjustment in the amount of \$123,191 from the Civil Division Automation Trust Account as a financing source and increase the Capital Outlay appropriation by \$123,191 by 4/5 vote; and
3. Amend the fixed asset list in FC 136 to include the software system.

DISCUSSION

The Sheriff's Office Civil Division serves civil process in the manner prescribed by law. The majority of procedures and laws governing the service and execution of civil process are set forth in the California Code of Civil Procedure. The Civil Division works in conjunction with the Civil Courts in San Luis Obispo County and Civil Courts throughout the State of California in the execution and service of process. It is the goal of the Civil Division to serve all processes in a timely manner while maintaining an impartial position between all parties involved. Civil process includes the service of summons and complaints, small claims documents, restraining orders, subpoenas and evictions. Others services include levies on wages, bank accounts, personal property, real property, or any other asset of the judgment debtor.

The Civil Automation software utilized by the Sheriff's Office Civil Division is used for entering and tracking all civil process received for service. The software also tracks payments and fees received as well as all accounting required by this office. All State of California civil forms are available to be utilized in the software and the software assists in properly executing complex levies and real property sales.

The Civil Division currently uses Sirron Corp. as their Civil Administrative Software Provider. In 2014 the Sheriff's Office learned that the owner of Sirron Corp. was preparing for retirement and most likely going out of business in the near future. A decision was made to find a new civil administrative software provider and a Request for Proposal (RFP) process was begun in June 2014. The result of the RFP process was that Teleosoft was selected as the next provider for civil administrative software.

Teleosoft Inc. is based in York, Pennsylvania and is relatively new to the California civil software market. The company was awarded a contract with Sacramento County in July 2014 to provide their civil administrative software and is currently in negotiations with a number of other California counties. Their proposed software system is user friendly, will keep current with necessary California Civil law changes and upgrades and includes a mobile component allowing Civil

Deputies to complete services in the field via their mobile data computers. Although Teleosoft is a Pennsylvania based company, they have pledged customer service support to match our west coast operational hours.

OTHER AGENCY INVOLVEMENT/IMPACT

The County Information Technology Department and the Purchasing Department assisted in the RFP process. County Counsel reviewed the contract as to legal form and effect.

FINANCIAL CONSIDERATIONS

The purchase for the Civil Record Management System and maintenance costs is being funded with fees established under section 26731 of the Government Code. As of February 28, 2015, the balance in the account was \$415,308. The purchase of this system and any maintenance costs will have no impact to the General Fund. Additional maintenance costs of \$17,000 per year are included in the contract and are budgeted in the Fiscal Year 2015-16. The breakdown of the cost of the software and future maintenance are included under Appendix A.

RESULTS

Approval of the request will allow continued and future supported technology for the Sheriff's Civil Division and continued proper accounting of funds. Approval will also allow more efficient service of civil process in the County of San Luis Obispo resulting in more efficient delivery of service to the residents of the county.

ATTACHMENTS

Civil Records Management System Contract
Appendix A – Specifications of Project for Civil Records Management
Appendix B - Payment Schedule
Appendix C – Software Maintenance and Support
Appendix D – Software License Agreement